

**Office of Educational Assessment and Accountability
Standard Setting Role Description**

1. Desired Qualifications:
 - a. Experience in public schools, either as an educator or as a volunteer.
 - b. The committee as a whole should represent the breadth of the diversity of the state of Michigan. Therefore individual members of the committee will be selected who have diverse background. Important characteristics considered include: gender, ethnicity, social economics, education, geographic, religious, occupation, and cultural factors.
 - c. Recommendation by supervisor.
 - d. Ability to communicate ideas clearly and work with other members of a group who may have opposing opinions to achieve specific goals.
 - e. Ability to work collaboratively in a highly diverse group.
 - f. A demonstrated commitment to accurate measurement of student performance.
2. Time Commitment:
 - a. One three-day meeting.
 - b. Signature agreement from committee member's building principal or district superintendent (reasonable reimbursement for substitute cost will be provided).
3. Duties:
 - a. Attend required meeting and contribute constructively to discussions.
 - b. Encourage and respect the input of all committee members
 - c. Be receptive to and incorporate feedback from other committee members.
 - d. Contribute to decisions that are in the best interest of all Michigan students.
 - e. Comply with confidentiality and other requirements of the Michigan Department of Education.
4. Reimbursement: the State of Michigan or its contractor will provide the following reimbursement:
 - a. Travel, overnight lodging, and a meal allowance will be paid to committee members for required meetings at approved State rates.
 - b. \$250/day stipend will be paid to the member for each meeting day (less district costs for substitute teachers when necessary)
5. Application Process:
 - a. Complete the Standard Setting Committee Membership Application accurately.
 - b. Provide your supervisor with a copy of the recommendation form to be submitted directly to OEAA.